



# WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of Associated Student Government

## ASSOCIATED STUDENT GOVERNMENT OF WESTERN KENTUCKY UNIVERSITY CONSTITUTION

### PREAMBLE

We the students of Western Kentucky University, in order to represent the student body more effectively, to further the interest of the student, to act as a link to the administration for the students, to uphold and promote the ideals, principles, and objectives of the University, by the authority of the University do hereby establish this constitution.

### ARTICLE I. NAME, ORGANIZATION, VOTING RIGHTS

#### Section 1. Name

The name of the body shall be the Associated Student Government of Western Kentucky University, hereinafter called the Associated Student Government.

#### Section 2. Organization

The Associated Student Government shall consist of an Executive Branch, a legislative Branch, a Judicial Branch, and committees established by the President of the Associated Student Government and by Congress.

#### Section 3. Voting Rights

Any person duly registered as a student at Western Kentucky University shall hold equal voting rights in the Associated Student Government elections.

### ARTICLE II. EXECUTIVE BRANCH

#### Section 1. Executive Officers

There shall be a President, an Administrative Vice-President, a Public Relations Vice-President, a Secretary and a Treasurer elected by the student body in annual campus-wide elections.

#### Section 2. Qualifications

- A. To qualify as a candidate for an executive office, a person must meet the following requirements:

~~1. A~~

1. Shall have an academic point standing of 2.35 or higher.
2. Shall have attended Western Kentucky University at least two full semesters and have acquired a minimum of 30 hours the last semester immediately preceeding candidacy, and attending classes at the time of candidacy.
3. Shall be in good standing with the University.
4. Shall be enrolled as a student during the entire term of office and shall not be a faculty member. Both the President and Administrative Vice-President shall be full-time students.
5. The treasurer of Associated Student Government shall have completed three(3) hours of Accounting upon taking office.

### Section 3. Duties of Executive Officers

#### A. The President shall:

1. Serve as the chief executive of the Associated Student Government.
2. Be the official representative of the student body.
3. Enforce the provisions of this constitution and enactments of the Associated Student Government.
4. Preside over all regular and special meetings of Congress.
5. Shall be responsible for processing all legislation passed by congress.
6. Call special meetings of Congress provided twenty-four (24) hour notification is given.
7. Establish and appoint members to special and constitutional committees with the approval of a simple majority of Congress.
8. Be a non-voting member of Congress except to resolve a vote.
9. Make judicial appointments, including the Chairman of the Judicial Council, with the approval of a simple majority of Congress.
10. Submit names of students for appointments to University committees where students for representation are requested by the University.
11. Appoint such advisors as deemed necessary.
12. Shall make executive decisions when Congress is not in session (summer and breaks).



13. Serve as chairman of the Executive Council and call meetings of the Council provided adequate notification is given to the officers.
14. The President of the Associated Student Government shall be the student member of the Board of Regents of Western Kentucky University except in the event that the President is a non-resident of Kentucky in which a special election to elect a student regent will be deemed necessary.
15. The president-elect of Associated Student Government shall take office at least two weeks prior to the end of the academic year and shall assume all the duties of the office of President except the position of Student Regent which he shall assume on June 30.
16. In the event that the incumbent Student Regent graduates prior to the expiration of the full one year term as a member of the Board of Regents, the election held to select the president-elect of Associated Student Government shall be deemed to also be a special election to fill the unexpired portion of the term as regent.
17. Establish set office hours of a minimum of twelve (12) hours per week during regular business hours (8-6) and post them.

B. The Administrative Vice-President shall:

1. Assume the duties of the President in the absence of the President.
2. Coordinate the activities of all committees which do not fall under the jurisdiction of the Public Relations Vice-President.
3. Serve as an assistant to the President.
4. Be a voting member of Congress.
5. Serve as advisor of the Legislative Research Committee (LRC).
6. Assist the President in following on all legislation passed by Congress.
7. Make a monthly progress report to Congress of legislation passed by Congress, including subsequent action by the University Administration.
8. Shall establish set office hours of a minimum of eight (8) hours per week during regular business hours (8-6) and post them.

1. Provide publicity for all Associated Student Government meetings, activities, and programs.
2. Be a voting member of Congress.
3. Shall be chairman of the Public Relations Committee.
4. Assist all committees of Associated Student Government concerning public relations.
5. Maintain the communication channels with the media.
6. Shall establish set office hours of a minimum of eight (8) hours per week during regular business hours (8-6) and post them.

D. The Treasurer shall:

1. Supervise and be responsible for the financial affairs of the Associated Student Government.
2. Make complete and detailed financial reports to Congress and the Executive Officers at the beginning and end of each semester, as well as weekly reports of the financial status of the Associated Student Government.
3. Expend funds as authorized by Congress.
4. Keep a complete record of financial transactions.
5. Shall work with the President in establishing a budget and shall present this budget to the Congress by the second meeting of each semester, for their approval.
6. Be a voting member of Congress.
7. Submit financial records for an official audit.
8. Perform other duties as designated by Congress in the area of financial affairs.
9. Shall establish set office hours of minimum of eight (8) hours per week during regular business hours (8-6) and post them.

E. The Secretary shall:

1. Take minutes and roll of the Associated Student Government Congress meetings.



2. Maintain appropriate files of all Associated Student Government business and maintain records of all past and current legislation and record passage or failure.
3. Shall keep an accurate record of all congressional member's qualifications.
4. Be a voting member of Congress.
5. Shall supervise and manage the Associated Student Secretaries.
6. Distribute the Constitution and By-laws by the second meeting of the new Congress.
7. Maintain a copy of all Associated Student Government publications and records in the library archives.
8. Shall inform any interested persons of the meetings and proceedings of the Associated Student Government.
9. Shall establish set office hours of a minimum of eight (8) hours per week during regular business hours (8-6) and post them.

#### Section 4. Executive Council

There shall be an Executive Council which shall consist of the President, Administrative Vice-President, Public Relations Vice-President, Secretary, and Treasurer of Associated Student government.

##### A. The Executive Council shall:

1. Carry out the policies and directives established by congress in accordance with this constitution.
2. Make proposals on matters of policy and recommend plans of action for consideration by Congress.
3. Have any other function which may be designated by Congress.
4. Shall submit names of committee chairmen to Congress for their approval.

##### B. The President or a majority of the Executive Council may convene the Executive Council provided a majority of members is present or notified.

#### Section 5. Vacancies

In the event that any executive officer other than the President is unable to fulfill the term of office, because of illness, withdrawal, or failure to maintain the requirements of the office, the position shall be filled for the remainder of the term by a constitutionally qualified person

nominated by the Congress and elected by a majority vote of the full membership of Congress. Should the office of President become vacant, the Administrative Vice-President shall succeed and fill the remainder of the term.

#### Section 6. Impeachment

Any executive officer may be removed from office for any just cause by a 2/3 vote of the full membership of Congress acting as a Judicial body. For impeachment proceedings to be initiated, a written endorsement of at least five congressional members is required. A final vote may not be called until at least fourteen days after proceedings are initiated.

### ARTICLE III. Legislative Branch

#### Section 1. Name

The legislative branch shall be the Student Congress.

#### Section 2. Officers

The executive officers of Associated Student Government shall serve as the officers of the Student congress.

#### Section 3. Legislative Authority

The Student Congress shall have all legislative authority of the Associated Student Government of Western Kentucky University.

#### Section 4. Membership

The Student Congress shall be composed of the following representatives:

- A. Senior Class - President, Vice-President
- B. Junior Class - President, Vice-President
- C. Sophomore Class - President, Vice-President
- D. Freshman Class - President, Vice-President
- E. One Academic Council Representative from each academic college plus one alternate from each college: Potter, Ogden, Business, Graduate, *Ed.*
- F. Five on-campus Representatives to be elected by students living on-campus.
- G. Five off-campus Representatives to be elected by students living off campus.



- H. Five Representatives-at-large to be elected by all students.
- I. Two freshman representatives to be elected by the freshmen each fall semester.
- J. Associated Student Government Executive officers.

#### Section 5. Qualifications

Except as set forth in other parts of the constitution, representatives shall have the following qualifications:

- A. Shall be enrolled as a full-time or part-time student at Western Kentucky University and shall not be a faculty member.
- B. Shall be in good standing with the University.
- C. With the exception of freshman class officers, and representatives, a representative shall have been in attendance at Western Kentucky University one semester immediately prededing candidacy for Student Congress.
- D. All representatives must have at least a 2.25 academic standing except where otherwise specified in this constitution.
- E. Academic Council representatives must have at least 2.75 academic standing and meet all other qualifications and requirements as set forth by the Academic Council.
- F. Officers for the three upper classes shall have the minimum semester hour requirement for their respective classifications, including current academic load, at the time of filing.

#### Section 6. Election Procedures

- A. All representatives, with the exception of freshmen officers and representatives shall be elected campus wide during the spring election.
- B. Freshman Officers and Representatives shall be elected by the freshman class during the fall semester.
- C. All dates mentioned above shall be determined by the Rules and Elections Committee with approval of Congress.

## Section 7. Duties of Congress

The Congress shall:

- A. Establish policies and programs necessary for the proper functioning of Associated Student Government in compliance with the principles and provisions embodied in this Constitution.
- B. Hear and give approval for the budget with recommendation for final approval by the University administration.
- C. Function as a Judicial body in impeachment proceedings.
- D. Approve constitutional appointments by simple majority of Congress.
- E. Establish such committees and agencies as deemed necessary.
- F. Have the authority to propose new or modified university policies affecting the activities and welfare to the student body.

## Section 8. Vacancies

Vacancies in Congress shall be filled by Presidential appointment with majority consent of Congress.

## Section 9. Impeachment

Any member of Congress may be removed from office for any just cause by a 2/3 vote of the full membership of Congress acting as a Judicial body. For impeachment proceedings to be initiated, a written endorsement of at least five congressional members is required. A final vote may not be called until at least fourteen days after proceedings are initiated.

# ARTICLE IV. JUDICIAL BRANCH

## Section 1. Judicial Authority

The Judicial authority of the Associated Student Government shall be vested in the Judicial Council.

## Section 2. Judicial Council

- A. There shall be a Judicial Council which have the following duties:
  - 1. Shall interpret and clarify the constitution and by-laws of the Associated Student Government upon request of the Executive Council, President, or Congress.



2. Shall hear cases of appeal from inferior courts.
3. Shall have the power of judicial review over actions of congress upon request by a member of Congress, the President of the Associated Student Government, the Executive Council or any duly registered student.
4. Shall hear and adjudicate all cases on appeal from the Rules and Elections Committee concerning election disputes including qualifications for candidacy.
5. Shall establish the general procedural rules and ethical considerations for the Judicial Council.

B. Organization and Terms of Office

1. The Judicial Council shall be composed of seven (7) regular members and three (3) alternate members appointed by the President of the Associated Student Government with an approval of 2/3 vote of the full membership of Congress.
2. The members of the Judicial Council shall be appointed to take office not later than two weeks after the beginning of the fall term.
3. The Chairman of the Judicial Council shall:
  - A. be appointed by the President of the Associated Student Government from the seven (7) regular members with the approval of 2/3 vote of the full membership of Congress.
  - B. be the presiding officer of the Judicial Council.
  - C. set the time and place of the Judicial Council meetings.
  - D. shall administer the oath of office to the officers and members of Congress of the Associated Student Government.
4. All Judicial Council records shall be kept on file in the Associated Student Government office. The Judicial Council shall elect one alternate to serve as clerk, who shall maintain all records of the Judicial Council.
5. Each academic year, three (3) persons shall be appointed to fill a one year term.
6. Alternates shall be designated as first, second, and third alternates and shall fill vacancies on the Judicial Council. Alternates will be submitted to Congress by the Executive Council in order for the appointment to be final the alternate must be

passed by a 2/3 vote of the full membership of Congress, shall then appoint a person to fill the third alternate position. Vacancies occurring in the regular membership of the Judicial Council in that order. The President of the Associated Student government, with the approval of 2/3 vote of the full membership of Congress, shall then appoint a person to fill the third alternate position.

C. To qualify as a regular or alternate member of the Judicial Council a person must meet the following requirements:

1. shall have been in attendance at Western Kentucky University for one semester immediately preceding candidacy.
2. Shall be a student during the entire term of office and shall not be a faculty or staff member.
3. Shall not be on disciplinary probation.
4. Shall have an academic standing of 2.25 or higher.
5. Shall not be a member of congress during term of office.
6. Shall not have been a candidate for an executive office of the Associated Student Government the year in which appointed to serve.

D. Impeachment

Any regular or alternate member of the Associated Student Government Judicial Council may be removed from office for just cause by a 3/4 vote of the full membership of Congress acting as a judicial body. Impeachment proceedings to be instituted require the written endorsement of at least five (5) members of the Congress of the Associated Student Government or by five members of the Judicial council. A final vote may not be called until at least fourteen days (two weeks) after the proceedings are instituted.

## ARTICLE V. CONSTITUTIONAL COMMITTEES

### Section 1. Legislative Research Committees

There shall be a Legislative Research Committee appointed by the President of the Student Government Association with a simple majority approval of Congress.

A. The Legislative Research Committee shall:

1. Be advised by the Administrative Vice-President and be composed of class presidents and other Congress members appointed by the President of



Associated Student Government.

2. perform duties as may be indicated by the Congress or President.
3. collect and review all proposed legislation after the first reading before Congress.
4. determine the constitutionality of all legislation.
5. research all proposed legislation and determine any conflict with a previous legislation.
6. make recommendations to Congress concerning proposed legislation.
7. request authors presence at Legislative Research Committee meetings.

## Section 2. Rules and Elections Committees

There shall be a Rules and Elections Committee appointed by the President of the Associated Student Government with a simple majority approval of Congress.

- A. If applicable, qualifications for committee members shall be the same as those for Congress members.
- B. The Rules and Elections Committee shall:
  1. perform duties as indicated by the Congress.
  2. enact and execute elections rules subject to the review of Congress and the approval of a simple majority approval of Congress.
  3. decide all disputes arising from elections under this constitution including those involving qualifications for candidates subject only to appeal to the Judicial Council.
  4. election dates shall be set at the first meeting of the new Congress.
  5. Shall establish such committees and agencies as deemed necessary for elections .
- C. The President of the Associated Student Government shall appoint from Congress a chairman of the Rules and Elections Committee with a simple majority of Congress.

## Section 3. Student Affairs Committee

There shall be a Student Affairs committee appointed by the President of the Associated Student Government with a simple majority of Congress.

- A. If applicable, qualifications for committee members shall be the same as those for Congress members.

B. The Student Affairs Committee shall:

1. be composed of class Vice-Presidents and other Congress members appointed by the President of the Associated Student Government.
2. perform duties as indicated by Congress.

C. The President of the Associated Student Government shall appoint from Congress a chairman of the Student Affairs Committee with a simple majority approval of Congress.

ARTICLE VI. ADVISOR

The advisor of the Associated Student Government shall be the Dean of the Student Affairs or his delegated representative.

ARTICLE VII. FINANCES

The Associated Student Government shall be financed in accordance with policies and procedures specified by the chief fiscal officer of the University.

ARTICLE VIII. TERM OF OFFICE

Section 1.

All Executive Officers and Congress members shall assume office at least two weeks prior to the end of the academic school year and shall serve for one academic year.

Section 2. Academic Council Representatives

Academic Council Representatives shall be elected in accordance with the rules and regulations of the Academic Council and shall assume office at least two weeks prior to the end of the academic year. Academic Council Representatives shall serve for one academic year.

ARTICLE IX. AMENDMENTS

The Constitution may be amended by a 2/3 vote of the full membership of Congress and subsequent ratification in a referendum by a majority of the student body voting. All the changes in the Constitution are subject to approval by the University.

ARTICLE X. RATIFICATION

This Constitution shall become effective:

1. when approved by the University.
2. when ratified by a majority vote of the students voting.
3. at the time of the installation of officers elected at the next regular election.





# WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of Associated Student Government

## Amendments to the Associated Student Government Constitution

### ARTICLE II, Section 2

- A. 4. Change to: Shall be enrolled as a full-time student during the entire term of office and shall not be a faculty member or graduate assistant.
6. Add: Shall have been actively involved in Associated Student Government in at least three (3) Congress or committee meetings at the time of candidacy, and have attended a leadership workshop sponsored by the Associated Student Government.

### ARTICLE II, Section 3

- A. 3. Change to: Enforce the provisions of this constitution, the by-laws, and any enactments of the Associated Student Government.
- Renumber: A. 14 to A. 18, A. 15 to A. 19, A. 16 to A. 20
14. Add: Administer the oath of office to the incoming officers and members of Congress of the Associated Student Government.
15. Follow Robert's Rules of Order when presiding over Associated Student Government meetings.
16. Advise the Academic Affairs Committee.  
17. *Extend all A.C. as votes never sub. must send all.*
- B. 2. Change to: Coordinate the activities of all committees which do not fall under the jurisdiction of the Public Relations Vice-President by meeting with committee chairmen at least twice a month when the calendar allows.

Renumber: C. 6 to C. 7

- C. 6. Add: Advertise to the entire student body filing dates and campaign requirements and procedures at least two weeks before filing begins.

Renumber: D. 9 to D. 10

- D. 9. Add: Be chairman of the Student Services Committee.

- E. 5. Change to: Supervise and manage the student secretary.

Renumber: E. 9 to E.11

9. Add: Be responsible for notifying Congress members of judicial review due to excessive absences from Associated Student Government Congress and committee meetings.

10. Add: Be chairman of the Delegate Committee.

#### ARTICLE II, Section 5

Change to: In the event that any Executive Officer other than the President is unable to fulfill the term of office, because of illness, withdrawal, or failure to maintain the requirements of the office, the position shall be filled for the remainder of the term by a constitutionally qualified person elected by a majority vote of Congress after a two-week application period. Should the office of President become vacant, the Administrative Vice-President shall succeed and fill the remainder of the term.

#### ARTICLE III, Section 4

- F. Change to: Five On-Campus Representatives.
- G. Change to: Five Off-Campus Representatives.
- H. Change to: Five Representatives-at-large.
- I. Change to: Four Freshman Representatives to be elected by the freshman class each fall semester.
- K. Add: One Delegate from all university recognized organizations selected from within and by the respective organization. *and 1 alternate*
  1. At the beginning of each semester, letters shall be sent to all university recognized organizations asking for a Delegate to participate as a voting member of the Associated Student Government.
  2. After a two-week filing period, quorum shall be determined by the number of organizations sending a Delegate.

#### ARTICLE III, Section 5

- A. Change to: Shall be enrolled as a full-time or part-time student at Western Kentucky University and shall not be a faculty member or a graduate assistant.
- C. Change to: With the exception of Freshman Class Officers and Representatives, a Congress Member shall have been enrolled at Western Kentucky University one semester immediately preceding candidacy for Student Congress.



## ARTICLE III, Section 8

Change to: Vacancies in Congress shall be filled after a two-week application period and shall be approved by a majority vote of Congress.

## ARTICLE IV, Section 2

B. 5. Change to: Each academic year, seven (7) persons shall be appointed to fill a one year term.

Strike - B., 3, D.

C. 1. Change to: Shall have been enrolled at Western Kentucky University for one semester immediately preceding the term.

3. Change to: Shall be in good standing with the University.

D. Change to: Any regular or alternate member of the Associated Student Government Judicial Council may be removed from office for just cause by a 2/3 vote of the full membership of Congress acting as a judicial body. For impeachment proceedings to be initiated, the written endorsement of at least five (5) members of the Congress of the Associated Student Government or by five members of the Judicial Council is required. A final vote may not be called until at least fourteen days (14) after the proceedings are instituted.

## ARTICLE V, Section 1

Change to: There shall be a Legislative Research Committee.

A. 1. Change to: Be advised by the Administrative Vice-President and be composed of Class Presidents and any other Congress or non-Congress members wishing to serve.

B. Add: There shall be a chairman appointed by the Executive Council and approved by a majority vote of Congress.

C. Add: There shall be a vice-chairman appointed by the Executive Council and approved by a majority vote of Congress.

## ARTICLE V, Section 2

Change to: There shall be a Rules and Elections Committee.

Strike - A.

Renumber: B. to A., C. to B.

- A. 6. Add: Shall be composed by any Congress or non-Congress members wishing to serve.
  - A. No one may serve on the Rules and Elections Committee if he or she is running for an opposed office during the spring elections.
- B. Change to: There shall be a chairman appointed by the Executive Council and approved by a majority vote of Congress.
- C. Add: There shall be a vice-chairman appointed by the Executive Council and approved by a majority vote of Congress.

#### ARTICLE V, Section 3

Change to: There shall be a Student Affairs Committee.

Strike - A.

Renumber: B. to A., C. to B.

- A. 1. Change to: Be composed of Class Vice-Presidents and any other Congress or non-Congress members wishing to serve.
- B. Change to: There shall be a chairman appointed by the Executive Council and approved by a majority vote of Congress.
- C. Add: There shall be a vice-chairman appointed by the Executive Council and approved by a majority vote of Congress.

Add: ARTICLE V, Section 4 Delegate Committee

There shall be a Delegate Committee.

A. The Delegate Committee shall:

- 1. Be composed of Delegates from university recognized organizations selected from within and by the respective organizations.
- 2. Perform duties as indicated by Congress.
- 3. Work within the committee and with other committees to promote campus wide involvement.
- 4. Act as Representatives of the Associated Student Government and the Delegate Committee to their respective organizations.

B. The Delegate Committee shall be chaired by the Associated Student Government Secretary.

C. There shall be a vice-chairman appointed from within the committee by the Executive Council and approved by a majority vote of Congress.



Add: ARTICLE V, Section 5 Student Services Committee

There shall be a Student Services Committee.

A. The Student Services Committee shall:

1. Be composed of any Congress or non-Congress members wishing to serve.
2. Enact all student services performed by the Associated Student Government, i.e. the Bookexchanger, the Student Discount Card, etc.

B. The Student Services Committee shall be chaired by the Associated Student Government Treasurer.

C. There shall be a vice-chairman appointed by the Executive Council and approved by a majority vote of Congress.

Add: ARTICLE V, Section 6 Student Rights Committee

There shall be a Student Rights Committee

A. The Student Rights Committee shall:

1. Be composed of any Congress or non-Congress member wishing to serve.
2. Perform duties as indicated by Congress pertaining to student rights.

B. There shall be a chairman appointed by the Executive Council and be approved by a majority vote of Congress.

C. There shall be a vice-chairman appointed by the Executive Council and approved by a majority vote of Congress.

Add: ARTICLE V, Section 7 Academic Affairs Committee

There shall be an Academic Affairs Committee.

A. The Academic Affairs Committee shall:

1. Be composed of all College Representatives and Alternates and any other Congress or non-Congress member wishing to serve.
2. Make weekly reports to Congress concerning Academic Council.
3. Review legislation involving Academic Council.

B. There shall be a chairman selected from the College Representatives appointed by the Executive Council and approved by a majority vote of Congress.

C. There shall be a vice-chairman selected from the College Representatives and Alternates appointed by the Executive Council and approved by a majority vote of Congress.

- D. The Academic Affairs shall be advised by the Associated Student Government President.

Add: ARTICLE V, Section 8      Public Relations Committee

There shall be a Public Relations Committee.

A. The Public Relations Committee shall:

1. Be composed of any Congress or non-Congress members wishing to serve.
2. Provide publicity for all Associated Student Government meetings, activities, and programs.
3. Assist all committees of Associated Student Government concerning public relations.
4. Maintain the communication channels with the media.

B. The Public Relations Committee shall be chaired by the Public Relations Vice-President.

C. There shall be a vice-chairman appointed by the Executive Council and approved by a majority vote of Congress.

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